



U.S. Commercial Service FY 2018 User Fee Schedule

The following fees are effective 7/1/18.

EXPORT PROMOTION SERVICES

(The following fee list does not include other direct costs, when applicable, such as transportation, use of contractors, venue rental, promotional materials, catering, etc.)

Service/Event	Fee for Commercial Service Staff Time ⁱ		
	U.S. Small Company ⁱⁱ (Per SBA's size standards)	U.S. Medium Company ⁱⁱⁱ (Less than \$1B in revenue)	U.S. Large Company (More than \$1B in revenue)
Initial Market Check (Market Potential Assessment)	\$350	\$900	\$1,300
International Partner Search (Partner Identification)	\$750	\$1,750	\$2,250
International Partner Search Plus Virtual Introduction (Partner Identification + Virtual Matchmaking)	\$900 + \$30 per introduction beyond 5	\$2,100 + \$70 per introduction beyond 5	\$2,700 + \$90 per introduction beyond 5
Gold Key Service (In-country Matchmaking Appointments)	Identify, Arrange & Attend Appointments: \$950 ¹	Identify, Arrange & Attend Appointments: \$2,300 ²	Identify, Arrange & Attend Appointments: \$3,400 ³
	Identify & Arrange Appointments: \$800	Identify & Arrange Appointments: \$1,850	Identify & Arrange Appointments: \$2,400
	Arrange & Attend Appointments: \$125 per appointment	Arrange & Attend Appointments: \$280 per appointment	Arrange & Attend Appointments: \$360 per appointment
	Arrange Appointments: \$75 per appointment	Arrange Appointments: \$175 per appointment	Arrange Appointments: \$225 per appointment
	+ any direct costs	+ any direct costs	+ any direct costs

¹ + \$350 for more than 5 appointments or if more than 8 hours is required to attend.

² + \$1,000 for more than 5 appointments or if more than 8 hours is required to attend.

³ + \$1,200 for more than 5 appointments or if more than 8 hours is required to attend.

Single Company Promotion <i>(Promotional Event)</i>	\$30 per staff hour + any direct costs	\$70 per staff hour + any direct costs	\$90 per staff hour + any direct costs
International Company Profile Full / Partial <i>(Background Check)</i>	\$700 / \$150	\$1,200 / \$350	\$2,000 / \$450
Trade Show Representation	\$400 + any direct costs	\$950 + any direct costs	\$1,350 + any direct costs
Customized Market Research	\$30 per staff hour	\$70 per staff hour	\$90 per staff hour
Virtual Introduction <i>(via email / conference call)</i>	\$30 per introduction	\$70 per introduction	\$90 per introduction
Featured U.S. Exporter Listing <i>(on U.S. Commercial Service website)</i>	\$150 (\$30 per market) Annual renewal: \$75 (\$15 per market) + \$50 per language for translation if needed	\$350 (\$70 per market) Annual renewal: \$175 (\$35 per market) + \$50 per language for translation if needed	\$500 (\$100 per market) Annual renewal: \$250 (\$50 per market) + \$50 per language for translation if needed
Official Letter <i>(When Required to Conduct Business in a Foreign Market)</i>	Colombia: \$100 Philippines Letter on Reciprocity: \$100 Philippines Letter on Appropriateness: \$150 Thailand: Letter for Treaty of Amity, Defense, Equipment and Medical Device Standard: \$100 Overnight: \$125 Same Day: \$150 Other Letters Specific to a Market: \$30 per hour	Colombia: \$200 Philippines Letter on Reciprocity: \$250 Philippines Letter on Appropriateness: \$350 Thailand: Letter for Treaty of Amity, Defense, Equipment and Medical Device Standard: \$200 Overnight: \$250 Same Day: \$275 Other Letters Specific to a Market: \$70 per hour	Colombia: \$300 Philippines Letter on Reciprocity: \$350 Philippines Letter on Appropriateness: \$450 Thailand: Letter for Treaty of Amity, Defense, Equipment and Medical Device Standard: \$300 Overnight: \$375 Same Day: \$400 Other Letters Specific to a Market: \$90 per hour

Certified Trade Mission	\$30 per staff hour + \$950 per participant if a Gold Key Service ^{iv} is included + any direct costs	\$70 per staff hour + \$2,300 per participant if a Gold Key Service ^{iv} is included + any direct costs	\$90 per staff hour + \$3,400 per participant if a Gold Key Service ^{iv} is included + any direct costs
	Other Services/Events	\$30 per staff hour + any direct costs	\$70 per staff hour + any direct costs

ⁱ Other direct costs not included in the service description must be assumed by the client. Types of other direct costs include translation, transportation, use of contractors, venue rental, catering, etc. Please note that any transportation for ITA staff beyond 80 kilometers or more than 2 hours from an ITA office will be charged an additional user fee to cover the costs.

ⁱⁱ Must qualify as a “small business” under the [Small Business Administration's size standards](#), which vary by North American Industry Classification System (NAICS) Code. Fees listed also apply to U.S. Economic Development Organizations (EDO) and Non-profit Educational Institutions that purchase ITA services for their own use. For example, when an EDO requests a Gold Key Service (GKS) to promote itself as a tourist destination, it will be charged the small company fee. If, however, an EDO requests a GKS to promote a U.S. company's goods/services, the size of the company will be used to determine the fee.

ⁱⁱⁱ Must have less than \$1 Billion in annual revenue (including all affiliates: parent, child, subsidiaries, divisions, etc.) to qualify.

^{iv} Gold Key Service: CS staff identify, arrange and attend matchmaking appointments with interested foreign partners.